



Tool #5 - Part B

Practice Leadership Skills, and Get Noticed

Part B Includes:

Top 7 Key Points

2 Week Progress Report

Final Progress Report

(Part B is a Review and Follow Up from Part A)

Customer Support: Harriet@ConfidenceCenter.com
www.ConfidenceCenter.com

Employee Success Toolkit
Tool #5 - Part B
Practice Leadership Skills, and Get Noticed

In part A you learned many ways to practice leadership and get noticed. Part B will help you review and record your progress.

Top 7 Keys to
Practice Leadership Skills, and Get Noticed

Successful leaders know that what is important to employees is the quality of their daily work experience. Building morale is an easy way you can create employee enthusiasm.

1. Think of yourself as extraordinary—doing/being more than ordinary. Remove the word “can’t” from your professional life.
2. Solve problems—whether task related or about office morale. When you work with the mindset of making improvements, you are thinking like a leader.
3. Be up on yourself, be prepared and develop patience and persistence.
4. Leaders create an environment where everyone is valued, and diversity contributes to valuable new ideas. Get to know the people you work with who are from different cultural backgrounds.
5. Practice the art of persuasion by using compelling examples, facts and mutual benefits when you ask for something you want.
6. Have a vision—you can design extraordinary ways to do your ordinary work.
7. When you avoid gossip, criticism, sarcasm and negative comments, and substitute compliments, encouragement, appreciation and cheery greetings, you are practicing leadership skills that will get you noticed, because you are becoming a positive role model.

Employee Success Toolkit
Tool #5 - Part B
Practice Leadership Skills, and Get Noticed

Tool #5 - Two Week Progress Report
Practice Leadership Skills, and Get Noticed

Name _____ Date _____

Look at the goals that you set in part A of this lesson.
What have you done so far to reach your 3 main goals?

1. _____

2. _____

3. _____

What will you do in the next 2 weeks toward reaching your goals?

1. _____

2. _____

3. _____

Make a copy of this to give to your supervisor, and keep one for yourself.
Post your goals in your workplace where you can easily see them.

Employee Success Toolkit
Tool #5 - Part B
Practice Leadership Skills, and Get Noticed

Tool #5 - Final Progress Report
Practice Leadership Skills, and Get Noticed

Name _____ Date _____

What progress have you made towards achieving your 3 main goals in the last two weeks.

1. _____

2. _____

3. _____

How have your improved leadership skills made a difference at work?

1. _____

2. _____

3. _____

Employee Success Toolkit
Tool #5 - Part B
Practice Leadership Skills, and Get Noticed

Additional Resources

All are available on The Confidence Center Web at
www.ConfidenceCenter.com

Free Resources

Email Newsletter:

Employee Morale and Confidence Tips

It has creative ideas you can use every week to keep up morale.

Sign up for Free at www.ConfidenceCenter.com

Assessments:

Are you happy at work? Take the [Employee Morale Assessment](#)

How confident are you? Take the [Confidence Quiz](#)

Articles and Past Newsletters

Calendar of Special Days:

Special days you can celebrate for every month of the year.

Fun Zone:

Jokes, cartoons, and more - when you just need a break.

Coaching:

Telephone coaching by our certified professional coach. To get one *free* coaching session.

Details at <http://www.confidencecenter.com/serv06.htm>

Low Cost Resources

Products:

Books, eBooks, videos, and other products to make you more successful at work.

Seminars:

We offer in-house seminars, customized for your company or organization.

Tele-seminars:

Telephone seminars on employee morale and employee performance. These will be announced in our newsletter and on our web.